

Brocklehurst Academy – English Class Policies

English Class Policies

Times

- Termly classes run according to the New South Wales (Australia) school terms.
- Class times are fixed and agreed upon before the commencement of each term.
- Each term consists of ten lessons.
- Each lesson is 2 hours long.
- Students will be given a 5-minute break midway through the lesson.

Teacher

- The class teacher will be arranged before the commencement of the term to teach all ten lessons. However, Brocklehurst Academy may use a different teacher in rare circumstances (for example, if the original teacher is ill).

Lesson Format

- Lessons will be conducted via Zoom and Google docs.
- Each student will receive their individual Google doc with all learning materials prior to the start of each lesson.
- Students are required to have their camera working throughout the lesson. This is to ensure they are participating in the lesson.
- Students must use the 'hand up' function for permission to speak in the lesson. Interruptions are not permitted.
- Lessons will be automatically recorded so that they can be sent to any absent students (see below).
- Video recordings of lessons will be deleted after thirty days.

Homework

- Homework is set at the end of each lesson. Homework tasks will ordinarily require 30 minutes to 1 hour to complete.
- Homework must be completed in the student's Google doc, which the teacher has access to. Homework should not be emailed to the teacher.
- Homework must be completed 48 hours prior to the next lesson to allow time for the teacher to properly mark it and provide detailed feedback.

- Students should pay careful attention to the feedback and act upon any advice given.

Equipment

- Students will need a laptop or tablet that can use the software detailed below.
- Students will need to have the following to participate in the classes:
 - A working Zoom account.
 - A Gmail address so that they can use Google docs during the lessons and for homework tasks.
 - If in China, a working VPN so that they can use Google docs.

Absences

- If students cannot attend a lesson, a video recording (mp4) of the lesson will be emailed to the student. Students will still be expected to watch this video recording, and complete the classroom and homework tasks. The teacher will still provide feedback for their homework as normal.

Payment

- Each lesson is \$100 (\$50 per hour).
- Bulk payment for 10 lessons (\$1,000) is due before the first lesson of the term.
- If a student misses a lesson, the missed lesson cannot be used as a credit for future lessons. Students will be emailed a video recording of the lesson as explained above.
- No refunds will be given for missed lessons or after the commencement of the term.
- New students can opt for introductory trial lessons. This option allows you to pay for only 2 lessons (\$200), after which you do not have to continue with the class. Payments must be received before the first lesson.
- Payments should be made via bank transfer to:
 - Account Number: 1026 9109
 - BSB: 062-157
- The student's name is required in the payment description.

Brocklehurst Academy Business Information

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